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ANNEX B

CONTRACTOR CLEARANCE PROCEDURES

I. PROCEDURE

In accordance with agreements between the Air Force and Central Intelligence Agency for the processing of contractor personnel clearance requests for the LANYARD Program, the following procedures will apply. The contractor will submit personnel clearance requests in duplicate to the LANYARD Security Office, Headquarters Central Intelligence Agency. One copy of the request and the Personal History Statement (PSQ) will be airmailed to the Director, Special Projects. The original copy of the request will be processed by the LANYARD Security Office and submitted to the Office of Security, Central Intelligence Agency for investigation and appraisal. If on the receipt of his copy, the Director, Special Projects determines that the applicant has no need to know, he will notify the LANYARD Security Office by TWX and the LANYARD Security Office will then take action to cancel the request in the Office of Security. If the Director, Special Projects concurs in the request, he will take no action. Upon receipt of the clearance from the Office of Security, Central Intelligence Agency Headquarters, the LANYARD Security Office will notify the contractor by TWX with an information copy to the Director, Special Projects. In the usual situation the Central Intelligence Agency will conduct the required background investigation. However, should the number of clearance requests be such that the workload cannot be efficiently handled by the Central Intelligence Agency, the Air Force will be requested to perform the background investigation. In this latter incident the Director, Special Projects will be the security approval authority of all applicants investigated by

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the Air Force, and he will certify a top secret equivalent to Central Intelligence Agency Headquarters. The Central Intelligence Agency will then grant the clearance to the contractor. In the incidence of a re-activation of a clearance for an individual previously cleared, the contractor will make the Director, Special Projects a co-addressee on his TWX request to the LANYARD Security Office. If the Director, Special Projects does not concur in the request, he will so notify the LANYARD Security Office by message.

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